



Frequently Asked Questions: Uploading and Submitting 2021 Personal/Relative and Financial Disclosure Statements

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As school officials begin to upload and submit their 2021 Personal/Relative and Financial Disclosure Statements (Disclosure Statements), the School Ethics Commission (SEC) has drafted preliminary frequently asked questions as follows:

How do I find my school district's code?

Answer: You can find your school district's code here: <https://homeroom5.doe.state.nj.us/directory/>.

Are the entries on the log-in page case sensitive?

Answer: No.

What if, after I enter my district code, last name, and PIN, I am unable to access the filing application?

Answer: This error will occur if you are using Internet Explorer. Please use a different browser (Chrome, Firefox, etc.).

What if I do not know my PIN?

Answer: You need to contact your board secretary.

Can I make changes to my Disclosure Statements after they have been uploaded?

Answer: Yes.

Can I make changes to my Disclosure Statements after they have been submitted?

Answer: No.

How do I know if my Disclosure Statements were submitted?

Answer: In the upper-right hand corner of the screen, it will say "submitted." A pop-up window will also confirm submission of your Disclosure Statements. If your Disclosure Statements have not been submitted, the upper-right hand corner of the screen will say "in progress."

Can board secretaries review submitted Disclosure Statements?

Answer: Although board secretaries can see which school officials have filed their Disclosure Statements, they cannot see the contents of the Disclosure Statements or otherwise approve and submit them to the county office of education *at this time*. This feature of the filing system will become operational by mid-March.

Now that a new version of the Disclosure Statements is available, do I need to resubmit my filing if I have already done so? (*New*)

Answer: No. You only need to complete and upload the new version of the Disclosure Statements if you needed additional space to submit your answers.

What if, after submission of my Disclosure Statements, I realized I made a mistake. How do I revise my filing? (*New*)

Answer: By approximately mid-March, board secretaries will have the ability to return Disclosure Statements to filers for correction.

On behalf of the SEC, we appreciate your patience and understanding as we launch this new electronic filing system, and work through these IT issues.